**SIMPLE PROJECT CLOSEOUT REPORT**

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| --- | --- | --- |
| PROJECT NAME |  |  |
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|  |  |  |
| PROJECT SPONSOR | PROJECT MANAGER | PROJECT START DATE | PROJECT END DATE |
|  |  |  |  |

PROJECT SUMMARY

|  |
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PROJECT ROLES & RESPONSIBILITIES

| NAME | ROLE | RESPONSIBILITIES |
| --- | --- | --- |
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DELIVERABLES

| PLANNED | ACTUAL | COMMENTS |
| --- | --- | --- |
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|  |  |  |
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EXPENSES

| PROJECT PHASE | PLANNED BUDGET | ACTUAL COSTS | COMMENTS |
| --- | --- | --- | --- |
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SCHEDULE

| KEY MILESTONES | INITIAL DEADLINE | ACTUAL COMPLETION | COMMENTS |
| --- | --- | --- | --- |
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LESSONS LEARNED / RECOMMENDATIONS

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|   |

APPROVAL

| NAME | TITLE | SIGNATURE | DATE |
| --- | --- | --- | --- |
|  |  |  |  |

| NAME | TITLE | SIGNATURE | DATE |
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| NAME | TITLE | SIGNATURE | DATE |
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